

**Town Meeting Coordinating Committee Meeting
Minutes from October 13, 2008**

1. **Call to Order:** The meeting began at 7:15pm. Present were: Harry Brooks, Nonny Burack, Carol Gray, Peggy Roberts, Judy Simpson, Mary Streeter and Aaron Hayden.
2. **Minutes:** Carol said she had emailed Peggy the minutes from the last TMCC meeting but they weren't received so there were no minutes to review.
3. **Letter to Town Meeting Members:** Aaron drafted a letter encouraging people to attend Town Meeting. Edits were made to that letter. Carol moved that the signature part (in draft as Aaron Hayden, TMCC whip) be changed to the names of all TMCC members with their phone numbers so that people would know who represents them and who they could call with questions. Mary seconded the motion. The vote was four in favor of this motion (Carol, Mary, Harry and Peggy) and three against (Nonny, Judy and Aaron).
4. **Budget Forum:** Carol handed out a draft of the flyer for the first packet for Town Meeting members. Carol gave an update of the plan for forum speakers. They are Helen Vivian (invited), Guilford Mooring (invited), Pat Holland (confirmed) and Bob Saul (to be confirmed). Carol will finalize the list of speakers. She is preparing the TMCC flyer, putting the forum announcement on the top of the front of the flyer and the warrant review at the bottom. On the reverse side will be Aaron's letter on the top and the precinct meeting schedule on the bottom. Carol will email the finalized flyer to Peggy so she can send it to Town Hall and to Aaron so he can get announcements to the newspapers. Harry will ask for ACTV to set up a table for four speakers, with a microphone for each speaker, plus a floating microphone.
5. **Warrant Review:** Peggy met on Thursday with the Warrant Review committee. They don't yet know how many zoning articles there will be. Aaron said he had heard that one on density and one about recreation (Articles 8&9) might be eliminated. Brian Morton will present the finance articles, Articles 2, 3, 4, and 5. However, part B. of Article 4 will be presented by Jane Ashby because it concerns the public transportation fund. Nancy Gregg will present the Housing Trust article. Jonathan Shefftz will present the Planning Board Zoning Bylaw amendments. The article concerning the Hitchcock Center will be presented by a member of the Conservation Commission. There will be 3 question periods. Harrison Gregg will be moderator. LWV President Carol Rothery and Peggy will both speak at the beginning and briefly at the end. Peggy will give a reminder about the forum and the precinct meetings. People will be asked to fill out evaluation forms for the meeting. Harry has asked the set-up people to set things up as they do for Town Meeting. There will be one hand-held microphone for questions from the audience and a microphone at the podium. Judy asked if we wanted to have discs made to have available at the library. She said that last time

discs of the meeting had circulated. It was decided that discs would be made of the warrant review and the budget forum. Mary asked Judy if she could do a list of all items available on the Town Meeting shelf at the library and posted the list to the TMCC webpage of the Town Website.

Harry will take care of the postings to the ACTV scroll. He will give ACTV the names of the meeting so that people reading the ACTV schedule will be able to find replays of the warrant review sponsored by the Town Meeting Coordinating Committee and the League of Women Voters. The information for the budget forum will announce the name of the forum, the location and time, sponsored by the Town Meeting Coordinating Committee with a sentence saying: Come hear about how your tax money is spent and offer your ideas about budget priorities.

6. **Precinct Meetings:** Mary circulated the schedule for precinct meetings. The language for the Precinct Meeting announcement will be: Town Meeting members and the public are welcome. Come learn about fall Town Meeting issues! (Town Meeting starts November 10). Judy volunteered to do the reminder phone calls for Precincts 4 and 10. Carol will do reminder calls for Precinct 7 and Mary will call for Precinct 8. Mary will do an email reminder as well for Precincts 7 & 8.
7. **Items for second packet:** Nonny suggested we include an announcement about what vacancies there are if not all Town Meeting seats are filled after the Nov. 4 election. Mary suggested we include an announcement about the child care stipend. Another item to include is a blurb about how to get on the TMCC listserv. It was discussed whether there would need to be an announcement about a TMCC vacancy if Aaron is elected to the Select Board and needs to resign from TMCC. Judy will work on an announcement listing all the items on the Town Meeting shelf at the Jones Library. The deadline for the packet is Oct. 23, at noon.
8. **TMCC webpage:** Mary is still working on setting up the TMCC webpage. Kris Pacunas found and printed out a copy of the TMCC webpage that had the information that had been on the old Town Website (the page Stephanie O'Keeffe had designed). Mary circulated a copy.
9. **Scheduling of Meetings:** The next TMCC meeting will be Friday, Oct. 17, 5:45pm.
10. **Adjournment:** Mary moved and Harry seconded the motion to adjourn the meeting. The meeting adjourned at 11:50am.

Documents Distributed at the meeting:

1. Agenda for today's meeting.
2. Aaron's letter urging good attendance for Town Meeting
3. Carol's draft TMCC flyer with forum information
4. Draft of the TMCC webpage Stephanie O'Keeffe had done for the old Town Website

Carol Gray, Secretary